



ERASMUS

Guide for international students and staff



Erasmus+

MEĐIMURSKO VELEUČILIŠTE U ČAKOVCU
POLYTECHNIC OF MEĐIMURJE IN ČAKOVEC

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About the Polytechnic

The Polytechnic of Međimurje in Čakovec is a higher education institution which represents the centre of excellence for highly specialised, professional and scientific work, which is implementing a quality and effective education based on the concept of lifelong learning, responsibility for the knowledge as public goods, mobility and development of human resources as the most important society value. Active cooperation with industry, partnerships for further development of the community, involvement in the European Higher Education Area and the European Research Area and the high level of its organisation structure, the Polytechnic will show its public responsibility and contribute to the transition into the society of knowledge. The Polytechnic of Međimurje in Čakovec will be the institution that promotes mobility and development of entrepreneurial energy and talent of each individual (teachers, assistants, administrators and students). High flexibility of the studies and introduction of new study programmes with the aim of education of highly skilled professionals needed for the economy in the region will remain one of the fundamental features of the Polytechnic of Međimurje in Čakovec.



THE STRUCTURE OF OUR DEGREE PROGRAMS

**Bachelor or
undergraduate
studies
(6 Semesters)
- 180 ECTS**

**Master or
graduate
(4 Semesters)
- 120 ECTS**

**The Polytechnic has bi-
lateral agreements with
26 HEIs all across Europe
and bilateral agreement
with Israeli University.**

**Students are eligible to continue their studies at
universities in Croatia and other countries**

THE STRUCTURE OF OUR DEGREE PROGRAMS



COMPUTER ENGINEERING DEPARTMENT

Software Engineering module

Engineering of Computer
Systems and Networks module



MANAGEMENT DEPARTMENT

Tourism Management module

Sport Management module



SUSTAINABLE DEVELOPMENT DEPARTMENT

Sustainable Construction module

Thermo-technical Engineering module

Eco-engineering module



GRADING SYSTEMS OF THE POLYTECHNIC OF MEDJIMURJE ČAKOVEC

Grade number	Grade description	EU/US grade	Grade %
5	Izvrstan (excellent)	A	80 – 100%
4	Vrlo dobar (very good)	B	70 – 79,9%
3	Dobar (good)	C	60 – 69,9%
2	Dovoljan (sufficient)	D, E	50 – 59,9%
1	Nedovoljan (insufficient)	F, FX	40 – 49,9%



APPLICATION DEADLINES

Deadlines for applying and sending necessary application forms are as follows:

Autumn semester

2 October – 19 January

**Application deadline:
15 June**

Spring semester

26 February – 08 June

**Application deadline:
15 December**

General information for incoming students

Prior to coming to the Polytechnic incoming students have to send to Erasmus coordinator application documents – Application form, CV, Transcript of records from home university, Learning Agreement with minimum of 15 ECTS, copy of passport or ID card. These documents are sent by email.

If a student is accepted they will receive Acceptance letter and find accommodation by contacting Erasmus coordinator.



The steps upon arrival in Čakovec are listed below:

1. Settle at the place you will be staying in Čakovec.
2. Next day upon your arrival in Čakovec, you have to go to Police station (record of your stay and address in Croatia, *Potvrda o prijavi boravišta/ Certificate on residence registration* and all other necessary documents mentioned below)
3. Optional - Tax office for OIB (personal identification No.) - if they will tell you at the Police station to submit request for it
4. You return to Students office at the Polytechnic, give your papers from Police station to copy (hold the original) and you will be enrolled at the Polytechnic of Međimurje.
5. At the Polytechnic, photos of you will be taken to make X-card (for sub-vention, cheaper meals in student restaurant).
6. Go to Željko Hrebak to give you user name and password for LOOMEN, online learning system at the Polytechnic - ask him some details about it.

**NECESSARY DOCUMENTS TO
PREPARE AND BRING TO CROATIA**
(required to present at the police
station)



1. 2 photographs (3x3,5 cm)
2. 2 copies of passport and ID card
3. Letter of Acceptance in Croatian
4. Copy of bank statement on sufficient funds on your credit/debit card (i.e. at least € 135 per month)
5. Copy of your grant Erasmus agreement
6. Copy of health/travel insurance certificate

At the police station you will be given to fulfill the form *Certificate on residence registration* and you will have to pay a fee of approx. 30 EUR (240,00 HRK).

OTHER PRACTICAL INFORMATION

HEALTH CARE

During their stay in Croatia, all international students with temporary residence must have health insurance. Regulated health insurance is the prerequisite for being granted temporary residence permit.

Countries with health care agreements with Croatia: Croatia regulates the issue of health care for foreign nationals during their stay in Croatia through agreements on social security signed with the following countries: Austria, Belgium, Bosnia and Herzegovina, the Czech Republic, France, Germany, Hungary, Italy, Luxembourg, Macedonia, Montenegro, the Netherlands, Poland, Romania, Serbia, Slovakia, Slovenia and the United Kingdom. Students from the aforementioned countries are recommended to contact their public health insurance provider before arriving in Croatia in order to obtain the document which enables them to receive health care in Croatia. The right to health care is realised as foreseen in the social security contract received by each student. Health care is provided to foreign nationals in the same way and under the same conditions as Croatian insurance holders: within the network of physicians and health care institutions of the Croatian Institute for Health Insurance (HZZO - Hrvatski zavod za zdravstveno osiguranje). International students have to cover only the participation fees, if these are prescribed by Croatian laws

Erasmus students staying temporarily in Croatia are exempted from paying the fee for compulsory health insurance in Croatia. They may use international health insurance from their home country or choose to be insured at the health insurance company of their choice.

For all additional information regarding health insurance, please contact the HZZO:
Croatian Institute for Health Insurance (HZZO)
Margaretska 3, 10 000 Zagreb
Phone: 385 1 4806 333
Fax: 385 1 4812 606
E-mail: obvezno-osiguranje@hzzo-net.hr
Web address: www.hzzo-net.hr

REGISTRATION

After the arrival, exchange students must register in the International Relations Office where s/he will get the *Exchange student's record sheet*, *X-card* (if the exchange programme provides it) and *AAI account* with password for Internet access.

Exchange student's record sheet contains student's personal information, list of the courses that will be attended and, after passing exams, grades.

X-card is student identify card issued by the Croatian Ministry of Education, Science and Sports (MZOS– *Ministarstvo znanosti, obrazovanja i športa*). By the presentation of this identification card the student can enjoy the discount prices in student bars and restaurants. MZOŠ provides *X-cards* for Erasmus and CEEPUS incoming students.

AAI account is the account of AAI@EduHr system which provides free wireless Internet access in the Student Dormitory and University facilities. If student's home country is connected to the pan-european roaming system [Eduroam](#) or [eduGAIN](#), student can use the identity account s/he got in his/her home university. Otherwise, the student will get an *AAI account* upon arrival at the University.

FEES AND LIVING COSTS

The official currency of the Republic of Croatia is Kuna (1 Kuna = 100 Lipa; 1 EUR ~ 7.60 Kn).

The following data give an overview of the approximate monthly cost of living for an international student in Čakovec. These prices are average values and should be regarded as a guideline only.

Accommodation from € 100 to € 350 (+overhead costs electricity, water...), food (Eating in Student Restaurant) approximately € 60. You can choose between private accommodation in Čakovec and Students residence in Čakovec next to the Polytechnic.

Average monthly living expenses in Croatia are estimated to be between € 400 and € 600 depending on the type of accommodation, student needs and lifestyle. These amounts should be enough to cover food, accommodation, utilities, books, transportation and miscellaneous expenses. For practical information on studying and staying visit <http://www.studyincroatia.hr>.

General information for incoming staff

Teaching and non-teaching staff can apply for mobility at the Polytechnic by sending request and proposal of Teaching or Learning agreement on ibujan@mev.hr. The only prerequisite for acceptance is signed bilateral Erasmus+ agreement between two institutions.

Regarding teaching mobility the minimum number of teaching hours is 8. We can provide job shadowing, teaching, participation during classes, networking, exchange of experience etc.

For staff coming from the EU countries they organize and finance their mobilities. The documents to be filled can be found on <http://erasmus.mev.hr/index.php/nastavno-i-nenastavno-osoblje/?lang=en>.

For staff traveling from Izrael (measure KA107 – Partner countries) the procedure is as follows:

1. Staff member contacts institutional Erasmus coordinator (ibujan@mev.hr) and sends their field of interest. Host is found at the Polytechnic. Mobility Agreement for training KA107 is filled depending on the mobility type. Staff member receives Acceptance letter from the Polytechnic and signs Financing agreement with the Polytechnic and will receive financial grant upon arrival in Croatia.
2. When staff member arrives in Croatia we will open for them Croatian OIB or English PIN (Personal Identification Number) number <http://www.porezna-uprava.hr/en/Pages/PIN.aspx> by filling this form http://www.porezna-uprava.hr/en/EN_obrasci/Documents/PINrequest.pdf. We will do that for staff member upon arrival in Croatia.
3. A bank (giro) account for foreigners with OIB will be opened for staff member in Croatia. This is necessary because this is the only way to pay a staff member their grant. Upon withdrawal of money from the giro account it will be closed in a bank.

ACCOMODATION

Stay at Students dormitory or in hotels:

Hotel Park <https://hotelpark.hr/>

Hotel Castellum <https://www.booking.com/hotel/hr/castellum-business-amp-city-break.hr.html>

Terme Sveti Martin <https://www.spa-sport.hr/hr/>



Student dormitory and restaurant

Students and staff visiting the Polytechnic can stay at the newly renovated student dormitory, right next to the Polytechnic.

More information on the dormitory:
Student manager Mrs. Tatjana Kovač Pinc
tatjana.kovac.pinc@mev.hr



Study in Croatia

Capital: Zagreb

Currency: Croatian kuna (HRK)

Climate: moderate, continental

Sports: many great sportsmen come from Croatia

Croatian holidays:

Jan 1	New Year's Day
Jan 6	Epiphany
Mar 20	March equinox
Apr 1	Easter Day
Apr 2	Easter Monday
May 1	Labor Day / May Day
May 31	Corpus Christi
Jun 21	June Solstice
Jun 22	Day of Antifascist Stru-

Jun 25	Statehood Day
Aug 5	Homeland Thanksgiving
Aug 15	Assumption of Mary
Sep 23	September equinox
Oct 8	Independence Day
Nov 1	All Saints' Day
Dec 21	December Solstice
Dec 25	Christmas Day
Dec 26	St Stephen's Day

What can you see while studying in Croatia



Čakovec



Zagreb



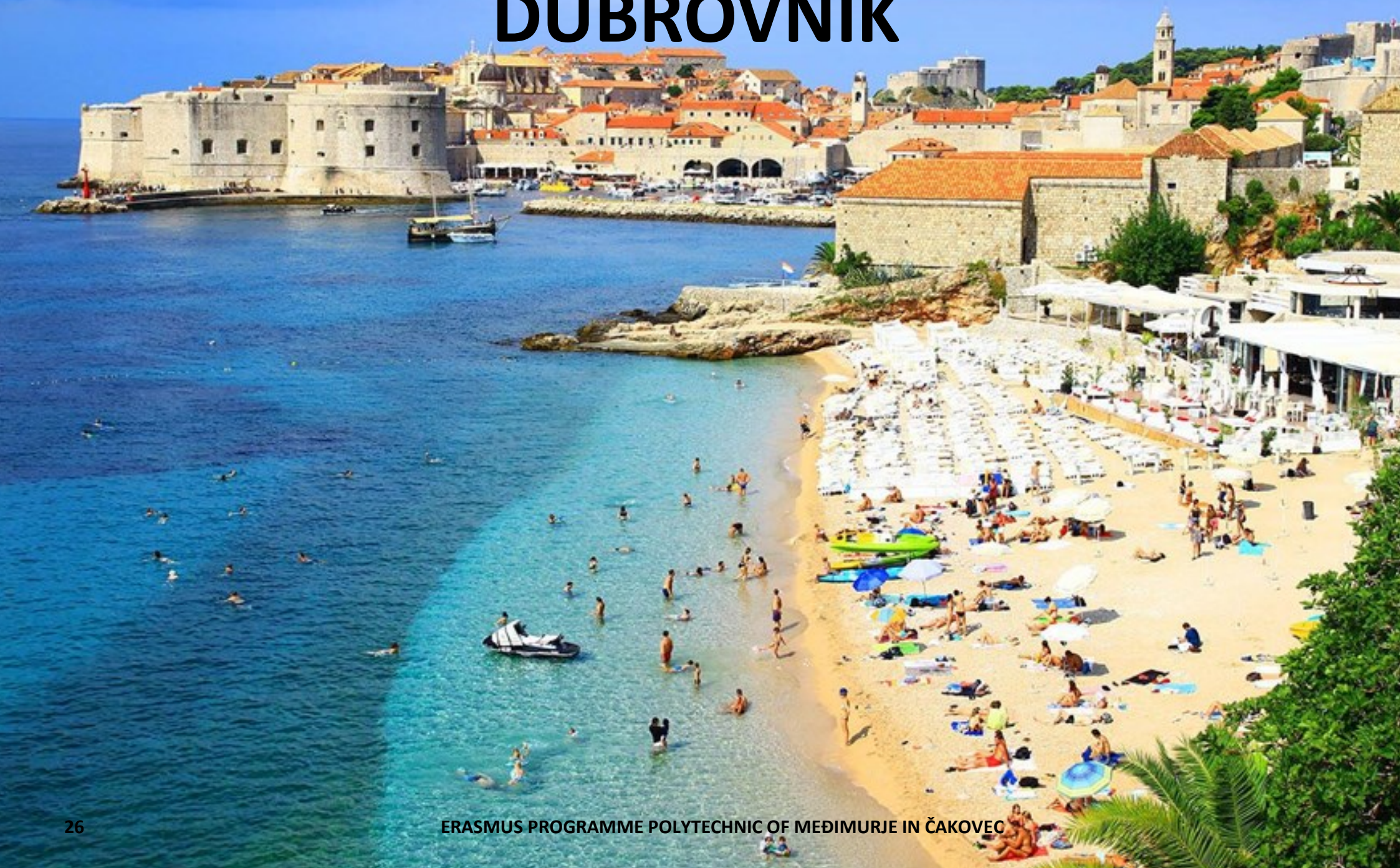
Plitvice lakes

An aerial photograph of the Plitvice National Park in Croatia. The image shows a series of cascading waterfalls and turquoise lakes nestled within a lush green forest. The waterfalls are white and frothy as they fall over dark, mossy rocks. The lakes are a vibrant blue-green color. The surrounding forest is dense and green, with some trees showing yellowing leaves. In the background, a larger lake is visible, and a small bridge or walkway can be seen on the right side.

ZADAR



DUBROVNIK





...so what is
CROATIAN FOOD
exactly?

Međimurska gibanica The combination of poppy seeds, walnuts, cream cheese and apples cake.

Sarma As popular as stuffed peppers are in Croatia during the summer, as popular is sarma (stuffed sauerkraut) in Croatia during the winter. The stuffing is basically the same for both dishes, minced meat and rice with spices, but with sarma, stuffing is wrapped in a sauerkraut instead of bell peppers. Another yummy dish for cold winter days.

Kotlovina is a meat specialty popular in northwestern Croatia. Different meats, usually pork meat (chops, neck, spareribs, and sausages), and chicken breasts, along with vegetables (onions, peppers, potatoes, etc.) are fried in a big metal dish and then slow-cooked in its own sauce over an open fire. Kotlovina is prepared in a specially designed cauldron, and it's usually prepared outdoors. Once the meat is done, it's placed on the side of a cauldron to keep warm.

Meso z tiblice Pork meat in fat.

Krvavice sa zeljem Buckwheat and blood sausage with side dish sauerkraut.



Croatian words

Dobar dan – Hello

Dobro jutro – Good morning

Dobro večer – Good evening

Laku noć- Good night

Doviđenja – Good bye

Kako si? How are you?

Molim – Please

Veleučilište – Polytechnic

Studentski dom – students residence

Oprosti – I`m sorry

Čestitam – Congradulations

Uzdravlje – Cheers

Da li govoriš Hrvatski? Do you speak Croatian?



Erasmus+

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ibujan@mev.hr

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